



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: June 14, 2019

HSS 19 044

**COMMUNITY OUTREACH FOR TOBACCO PREVENTION AND CONTROL PROGRAMS
FOR
DIVISION OF PUBLIC HEALTH**

Date Due: June 25, 2019
11:00AM

ADDENDUM # 1

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE
MENTIONED BID.

Responses to questions received by the deadline of May 7, 2019.

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Community Outreach for Tobacco Prevention and Control Programs

HSS 19 044

Questions and Answers

Q1: On page 9 of the RFP, under Electronic Copies, the document states that the proposal must be provided on a CD or DVD. Is a USB drive also acceptable?

A1: No, only a CD or DVD is acceptable.

Q2: What is the timeframe for each mini grant award - 1 year? Or 4 years?

A2: The timeframe for each mini grant falls within each contract year. Historically, they have been about 8 months.

Q3: Is vendor responsible for detailing/scripting the mini-grant activities?

A3: The vendor is responsible for developing the mini grant application with input from the Division of Public Health (DPH). The organization applying for the mini grant will detail/script their proposed activities.

Q4a: Is there an expected number of training sessions?

A4a: The vendor should propose, at a minimum, two relevant training sessions.

Q4b: Is a combination of in person and virtual acceptable?

A4b: Yes.

Q5: Is material "purchase" performed through DE DPH communications vendor? Should vendor price materials or are they free through DE DPH communications vendor?

A5: Material purchase for the resource center is not performed through the DPH communications vendor. The vendor should price materials and include a budget for educational materials/resources in the proposal.

Q6: Is there a minimum /maximum award amount?

A6: For this budget period (September 1, 2019 through June 30, 2019), the amount we have allocated for the project is \$435,000. In subsequent years, the contract period will be from July 1- June 30. The minimum amount would depend on the proposals submitted.

Q7: Is there an incumbent vendor for this work? If so, are you able to share the name of the incumbent vendor?

A7: American Lung Association of Delaware is the incumbent.

Q8: Is there a template work plan you would prefer interested vendor utilize?

A8: No, vendors can submit their own template for a work plan.

Q9: Can companies outside USA apply for this?

A9: Section V.8.t, page 29 says in part “no is to be executed in an off shore facility, either by a subcontracted firm or a foreign office or division of the vendor. The vendor must attest to the fact that no activity will take place outside of the United States in its transmittal letter.”

Q10: Do we need to come over there for meetings?

A10: Some in person meetings would be preferable, but some meetings could be virtual.

Q11: Can we perform tasks related to the RFP outside the USA?

A11: No. Please see the answer to Question 9.

Q12: Can we submit the proposal via e-mail?

A12: No, proposals must be submitted in hard copy and on CD or DVD media disk. Section IV.B.2, Page 9 of the RFP describes how proposals are to be submitted.

Q13: What is the budget limit for each of the five years of the contract?

A13: The first shortened year September 1, 2019 - June 30, 2020, \$435,000. Each subsequent year, approximately \$485,000. It all depends on funding that we receive.

Q14: What is the preferred budget format for the business proposal?

A14: There is not a preferred format.

Q15: Are resumes required for proposed staff? If so, state required/preferred page length.

A15: Resumes are not required but would be helpful. There is not a preferred length.

Q16: What are the proposal formatting requirements (page length, font size, allowance for attachments etc.).

A16: There is no required formatting. Just make sure that all items required in RFP are addressed in the proposal.